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This study of the four adult correctional institution libraries in Maryland is based on background data obtained from a survey questionnaire, conferences with institutional personnel, and tours of the library facilities and education departments. Findings show that although an attempt has been made to organize the libraries, they are still inadequate. Recommendations outline an immediate library development plan for the next two years and a long-range plan to be accomplished within a five year period. The plans involve: (1) establishment of a pilot library demonstration program at the Maryland Penitentiary in 1966, to be supported by a grant for the first two years, (2) creating a supervisory library division in the Maryland Department of Corrections, which would include the appointment of a professional librarian, (3) development of library service in the other three correctional institutions in 1967 and 1968, with funds requested in the Department of Corrections budget, and (4) organization of a library program for correctional camps as soon as it is financially feasible. A detailed library program is outlined for each of the four institution, the Maryland Department of Corrections, and the correctional work camps. The "Objectives and Standards for Libraries in Correctional Institutions, prepared by a committee of the American Correctional Association, is appended. (JB)

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SURVEY

OF

MARYLAND ADULT CORRECTIONAL INSTITUTION LIBRARIES

Conducted By

MARYLAND LIBRARY ASSOCIATION

In Cooperation With

DIVISION OF LIBRARY EXTENSION

MARYLAND STATE DEPARTMENT OF EDUCATION

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INTRODUCTION

A special subcommittee of the American Library Association, Association of Hospital and Institution Libraries, was established in July, 1963. Its purpose is to exert leadership in studying the conditions of library service in correctional institutions and to formulate guidelines for development of such service.

In July, 1964, the national subcommittee met, under the chairmanship of Miss Marion H. Vedder, to formulate a survey plan and guide to be used for a state-wide survey of adult correctional institutions. Prior to the Baltimore meeting, the interest and support of the Commissioner of Maryland Department of Correction, Mr. Vernon L. Pepersack, was assured. Mr. Pepersack succeeded Mr. James U. Curran, former Commissioner, who had agreed to cooperate fully prior to his death. This support was essential in order to test and demonstrate the effectiveness of the survey plan and to assure willingness to enter into a full-scale demonstration of library service at one institution in accordance with recommendations made by the survey team. It was thought that Maryland, as a demonstration state, would be advantageous since the Congress of Correction is scheduled to meet in Baltimore in 1966.

Miss Nettie B. Taylor, Director of the Maryland State Division of Library Extension and a member of the National Committee was successful in obtaining the cooperation of the Maryland Library Association, which appointed a committee to conduct the Maryland Survey. This committee is composed of five members who are specialists in education and in public and school library fields.

MARYLAND CORRECTIONAL INSTITUTION LIBRARIES

SURVEY PROCEDURES

Preliminary meetings to determine and clarify the objectives and procedures of the survey committee were held with the Director of the Division of Library Extension, the Commissioner of the Department of Correction and members of his staff, and with the survey committee. The Correctional Institution Library Survey Outline was discussed, and the Director of Education at the Maryland Penitentiary assumed responsibility for gathering this background information from each of the four correctional institutions in Maryland. When this material was received, it was correlated in tabular form and given to each committee member prior to the visits to the institutions.

Through arrangements made by the Commissioner, the committee, accompanied by a staff member of the Correction Department, visited each major prison and one work-camp during February and March. At each institution conferences were held with the Warden, the Correctional Treatment Officer, and the members of the education staff. The enthusiasm and cooperation of these officials was marked, and the committee felt that there was sincere interest in developing a library program that would contribute to the educational and social rehabilitation of the inmates.

Tours of the library facilities, the education departments, and the workshops provided depth to the information obtained from the survey outlines. During the visits the committee's emphasis was focused on the institution library and its relation to the educational program. The staff, and the inmates too, were responsive to the questions of the committee and gave generously of time and

effort to insure that it received an objective and well-rounded picture of the over-all operation of the prison.

PROFILES OF THE INSTITUTIONS

In each of the four State institutions, new inmates are placed on quarantine for periods of from two to four weeks. During this time they undergo medical, psychological, educational, and vocational testing to determine classification and work assignments. Three of the prisons currently are involved in a building program, and an education-library complex has been indicated in the plans. This fact has given incentive to the committee's work.

The Maryland Penitentiary, located in Baltimore City, with an inmate population of 1,500 men ranging in age from 18 to 70 years, is the maximum security institution for the State. Many of the prisoners are serving long-term sentences with the average stay approximately five and a half years. The average education level is less than fifth grade, and there is a well-planned, active, educational program that has involved fifty per cent of the inmate population. However, classes are held in the evening hours when the library is closed, and in a separate building across the prison yard. This makes the library inaccessible for educational purposes. The prisoners daily schedule is from 7:00 a.m. to 11:00 p.m.; work assignments are carried on from 8:30 a.m. to 4:00 p.m. The men have free time from 5:00 p.m. to 10:00 p.m. each day, and a variety of activities such as glee club and band, sports, art shows, television, and recreational programs compete with reading and education for this free time.

The library, under supervision of the academic instructor who has a master's degree, has a collection of approximately 11,000 books and is staffed by five inmates. With a pass from a shop foreman, the men may come to the library during

working hours to select books. A monthly collection of 50 books and a core collection of 200 books changed quarterly is provided by the Enoch Pratt Free Library of Baltimore. Restricted areas receive regular distribution of books.

The Maryland Correctional Institution for Men is located in Hagerstown in the western section of the State. This is a medium security institution, seriously overcrowded, with a population of approximately 2,000 young men between the ages of 19 - 26 years with an average sentence of twenty months. The average educational level is the fifth grade, and there are currently enrolled in the school program 250 - 300 men. The students, who attend school half time and work half time, may use the library while attending classes. Other inmates have access to the library every other Saturday morning on a staggered schedule. The collection of 6,000 books, housed in a crowded room, is under the supervision of the academic instructor assisted by four inmates. Although it is adjacent to the classrooms, the library is inaccessible to the majority of the prisoners and there is little motivation for reading. When the building program is completed, emphasis will be on educational and vocational training.

Attached to this prison is a new Pre-Release Center where inmates stay for a period of four to six weeks prior to release. This modern, attractive building, colorfully decorated, with individual rooms, lounge area, and ample dining room affords a sharp contrast in atmosphere to the overcrowded condition of the regular prison.

The Maryland House of Correction for Men is located in the small town of Jessup about equal in distance from Baltimore and Annapolis. This too is a medium security institution with a staff of 130 to work with a population of over 1,800 young men between the ages of 20 - 26 years whose terms average three years. With an average educational background of sixth grade, there is an active educational program in progress from noon until 8:00 p.m. with classrooms located at

the end of cell blocks on three floors.

Located at the rear of an administrative wing, completely isolated from the classrooms, and in a noisy, unattractive room, the library is administered by a staff member who is a high school graduate and who is assisted by four inmates. None of the inmates has open access to the library. Books are selected from typed lists, and delivered to the cells by "runners"; selections therefore are made by the men without any idea of the content of the book. Service is extended also to the restricted areas upon request from the men.

In addition to the industrial work program, activities such as arts and crafts, sports, movies, first-aid courses, television, engage the free time of the prisoners. Although the prison complex comprises 1,300 acres, there is no area provided for outside recreational facilities because of lack of fencing to insure security. As in each of the other institutions, there is a high degree of recidivism.

Also located at Jessup, and in close proximity to the House of Correction, is the Correctional Institution for Women with a population of 200 inmates ranging in ages from 16 - 61 years. With an average educational level of the fourth grade, these women, whose terms average eighteen months, are housed in cottages with individual rooms and dining and recreational rooms, and they are operated under relaxed security measures. The educational program varies according to the availability of teaching staff - this affects the use of the library too - however, 30 women are enrolled in classes.

The library is located at the rear of a basement room which is also used as a classroom, and the size of the collection is undetermined. Although the women have access to the books once a week - on Friday, as in the other institutions there is little incentive to reading. The Anne Arundel County Library sends a deposit

collection of 50 books a month to the institution, and some of these are usable in the educational program. Each of the cottages has a small collection of books. In the building program there is planned a combined administration and school building with five classrooms and a library equipped with study tables.

EVALUATION OF LIBRARIES

After studying the information obtained on the survey forms and from the visits to the individual institutions, it is immediately evident that, although an attempt has been made to organize the libraries, they are woefully inadequate. The following conclusions apply to all the institutions:

I. Materials

Book collections consist mostly of discards from other libraries and gifts. Many are in poor physical condition and the quality is often questionable. The largest percentage of the collections is in the fiction category. Nonfiction and reference materials, when available, are out of date and often unsuitable. Examination of the collections shows that the content, make-up, and reading level of the materials, on the whole, do not reflect the needs and interests of the population. Book selection tools and selection policies are unavailable, and limited purchases are made without their consideration.

All institutions have in one way or another tried to organize the book collections. Only one institution uses the Dewey classification system, and two have a mimeographed catalog from which the inmates may make selections. Card catalogs are organized in a variety of ways and do not conform with acceptable

library practices.

All but one institution have subscriptions to some periodicals. In no case is the minimum standard met. Phonograph records, filmstrips, pamphlets, pictures, etc., are not included in the library collections. One institution has a collection of gift phonograph records and a few filmstrips which are housed in the educational department.

II. Budget

Funds for library materials are not included in the budgets of the institutions. Any expenditures made for books and related materials are taken from welfare funds. The amounts of money available from this source are very limited.

III. Staff

The libraries are manned by inmates who work under the direction of educational instructors or other staff members. Selection for this duty is made by assignment or based on prison classification. To be assigned to work in the library carries prestige. Inmates working in the libraries also have other assigned duties. One institution has a staff member with some library experience assigned full time to the library.

A formal, inservice training program is not available for inmate assistants. A man must learn on the job and receive direction from staff members or other inmates who have had experience.

IV. Services

Services to the readers who use the institutional libraries is

minimal. It consists mostly of checking books in and out but cannot encompass such activities as reader guidance or reference service. Assistance in satisfying these needs is most often given by the director of education in relationship to the educational program.

Interlibrary loan service is obtained by the Maryland Penitentiary from the Enoch Pratt Free Library. This consists of deposits of books as well as reference and film service. Other institutions are visited by county library bookmobiles which loan small collections but are not used directly by the inmates. The Maryland State Department of Education has a contract with the Enoch Pratt Free Library which, through loans, makes available the book and film resources of that agency to the libraries in the State, including the correctional institutions. The Maryland Penitentiary is the only one which uses this service to any extent.

Book discussion groups, lectures, film programs, book lists, etc., are not within the scope of the library program.

Circulation routines and regulations have been formulated to suit the individual institution.

V. Physical Facilities

All institutions have space allocated for a library. The areas are too small and cannot provide adequate shelving or seating space. Workroom and office areas are nonexistent.

Every effort has been made to keep these libraries clean and orderly. This has been done in spite of the crowded conditions

and the influences of adjacent activities.

The wardens and superintendents of these institutions recognize the need for relocating the libraries so that they may be more accessible to the entire population as well as to the educational facilities.

Daytime hours of service are available daily during the week in three institutions. However, a visit to the library is possible only on authorized passes or in periodic group visits when possible. The library at the Institution for Women is open one day a week for service. Evening or Sunday hours are not maintained. Work assignments are scheduled during the day, and this practice restricts the use of the libraries at the present time.

VI. Staff Library

A basic collection of standard and recent books and journals for staff use, as advocated by objectives and standards for correctional institutions, is not available at this time.

PHILOSOPHY AND STANDARDS

A well-planned, professionally staffed and administered prison library program, with a materials collection specifically designed for the needs of the staff and inmates, will contribute positively to the rehabilitative, educational, social, and vocational training of the people committed to the institutions. Such a library program will provide vocational information and recreational reading to enlarge social backgrounds, substitute new interests for undesirable attitudes, and afford opportunity for informal adult education for the prisoners.

For the staff, a good library program will provide supplementary materials that will be useful to the psychologists, the instructors, and the officers in rehabilitative programming within the prisons and in in-service training plans for personnel.

Within the institutions, the library should be located close to the education classrooms and the recreational facilities and easily accessibile to the prison population and the staff. In addition to being open during daytime hours, the library should be open some part of the evening free time of the prisoners, e.g. 1:00 - 8:00 p.m. or 2:00 - 9:00 p.m., possibly on a staggered schedule. This type of schedule would also afford opportunity for the students to use the library resources during their educational program.

Inmates should have ready access to the library at least once every two weeks with special consideration given to students when necessary. Permission should be granted to use the library with a minimum of restrictions that would not conflict with security.

The services provided should include: (1) reader guidance and reference assistance to inmates and staff, (2) preparation of booklists for individual and group interests, (3) interlibrary loan service from large libraries within the State, (4) recreational and educational reading, (5) exhibits and displays, and (6) activities such as discussion groups, film programs.

According to the standards prepared by the Association of Hospital and Institution Libraries and published in the American Journal of Correction, July-August, 1962, the minimum collection in an institution should not be less than 6,000 well-selected books, except in small prisons, with the desired minimum being 10 books for each inmate. A professionally-trained librarian, assisted by a library technician or senior clerk, and a correctional officer are desirable for

the administration of these library services.

The library should have controlled even heat, adequate lighting, good ventilation, acoustic tile on the ceilings, and a floor covering that is resilient but durable.

In projecting a library service plan for the Maryland correctional institutions, the committee submits these formulas that entail some variation at present from the recommended standards, due to financial restrictions:

I. Salaries of the civilian staff have been adapted from the salary scale used by the Enoch Pratt Free Library in order to meet the competition for staff from metropolitan libraries in Maryland. The scale provides for a standard 5 per cent increment on the base salary over a range of five years. This eventually should be correlated with the State Classification System.

II. The size of the book collection for each inmate library should reach a minimum of 6,000 books in a five-year period, with the exception of the Maryland Correctional Institution for Women.

III. The periodical collection, for both inmate and staff libraries, should be stabilized at 25 periodicals a year during the five-year period. This period can be termed as an evaluative process, with titles added and eliminated as the need and interest indicates. Without this experimentation it is difficult to determine the type of high interest - low reading level periodicals which would satisfy the need. Expansion of the collection can then proceed on a sound base of selection.

IV. The staff library should reach a maximum of 550 titles by the end of 1969.

V. Average cost of books: $4.00 per title for inmate library; $5.00 per

title for staff library.

VI. Average cost of periodicals: $5.00 per title for inmate library; $7.00 per title for the staff library.

VII. Replacement and binding budget is 35 per cent of the book budget.

VIII. Construction cost was estimated by multiplying the number of square feet allocated for space by the cost of $17.00 per square foot. Equipment was then estimated at 10 per cent of basic construction cost for the initial year of the library program at each institution at 16 per cent of the basic cost for the second year of the program, and at 8 per cent for the following years.

IX. Seating capacity of the library shall be equal initially to 2½ per cent of the prison population, increasing to the standard of 5 per cent over a five-year period (exception, Maryland Correctional Institution for Women where, because of the size, a seating capacity of 10 per cent of the population was allowed the first year).

X. Space allocations have been determined as follows: (1) shelving - 10 books per square foot, (2) seating - 35 square feet per person, (3) standard square footage for circulation desks, index tables, storage, workroom, office and conference rooms as needed.

GENERAL SUGGESTIONS FOR FIVE-YEAR PROJECTED PLAN - 1966-1970

The committee agrees that suggestions for inaugurating library service must be so structured that all institutions may meet standards within the next five years. Emphasis is also placed on being realistic with respect to expenditures needed and the possibility of obtaining funds for organizing a minimum service.

The National Committee strongly urged a pilot program which would demonstrate

the value of good library service. This demonstration will require outside financial assistance, probably from some foundation, for implementation. The State Committee agrees that the Maryland Penitentiary is the logical place to have the demonstration. This institution has a strong educational and rehabilitation program. It also has the largest percentage of long-term inmates serving an average of 5½ years.

The recommendations are made for an immediate plan to be put into effect for a two-year program and a long-range plan to be accomplished in a five-year period.

The plan encompasses the following:

I. In 1966 - begin a pilot library demonstration at the Maryland Penitentiary (to be supported for the first two-years by a grant).

II. In 1967 - establish a supervisory library division in the Maryland Department of Correction. Library organization to start at Maryland Correctional Institution for Men at Hagerstown and the pilot program to be continued.

III. In 1968 - establish library service at the Maryland House of Correction and Maryland Correctional Institution for Women and continue all other projects.

IV. In 1969 and 1970 - support all projects financially for two years, so that each may progress toward meeting standards.

V. A program to be organized for library service to correctional camps as soon as financially feasible.

VI. Summary

This plan advocates that by 1970 the correctional institutions have the following book collections, supported by necessary staff

and services:

Penitentiary	14,000 volumes
Maryland Correction Institution for Men	6,000 volumes
Maryland House of Correction	5;000 volumes
Maryland Correctional Institution for Women	1,600 volumes

At the conclusion of the five-year program, the first two institutions will have met minimum standards. Future growth should add 1,000 volumes to the library at the Maryland House of Correction and 400 volumes to the Maryland Correctional Institution for Women. This would result in all institutions having a minimum collection as stipulated in the standards.

Proposed Budget: Five-Year Plan for Library Development: Maryland Correctional Institutions: 1966-1970

Agency	Books	Replacement and Bindery	Periodicals	Pamph. & Newsp.	Equipment	Salaries	Misc.	Total
1st YEAR - 1966								
Penitentiary	$18,500	$5,000	$300	$200	$5,882	$11,521	$600	$42,003
2nd YEAR - 1967								
Penitentiary	8,600	3,000	300	200	800	12,086	600	25,586
Department of Correction	200	-	-	-	500	12,020	300	13,020
Inst. for Men	6,000	2,100	125	100	3,910	4,638	500	17,373
TOTAL	14,800	5,100	425	300	5,210	28,744	1,400	55,979
3rd YEAR - 1968								
Penitentiary	8,600	3,000	300	200	400	12,651	600	25,751
Department of Correction	100	-	-	-	200	12,621	300	13,221
Inst. for Men	4,000	1,400	125	100	627	4,858	500	11,610
House of Correction	6,000	2,100	125	100	3,910	4,638	300	17,173
Inst. for Women	2,800	980	75	100	1,870	78	125	6,028
TOTAL	21,500	7,480	625	500	7,007	34,846	1,825	73,783
4th YEAR - 1969								
Penitentiary	8,600	3,000	300	200	400	13,216	600	26,316
Department of Correction	100	-	-	-	200	13,225	300	13,825
Inst. for Men	4,000	1,400	125	100	312	5,078	500	11,515
House of Correction	4,000	1,400	125	100	625	4,860	300	11,410
Inst. for Women	1,200	420	75	100	300	78	125	2,298
TOTAL	17,900	6,220	625	500	1,837	36,457	1,825	65,364
5th YEAR - 1970								
Penitentiary	4,300	1,505	300	200	400	13,781	600	21,086
Department of Correction	100	-	-	-	200	13,826	300	14,426
Inst. for Men	4,000	1,400	125	100	312	5,298	500	11,735
House of Correction	4,000	1,400	125	100	312	5,078	300	11,315
Inst. for Women	1,200	420	75	100	150	78	125	2,148
TOTAL	13,600	4,725	625	500	1,374	38,061	1,825	60,710

Budget for Minimum Library Service Program in Maryland Correctional Institutions and Workcamps

1966	
Maryland Penitentiary (initial year)	$42,003 (grant)
1967	
Maryland Penitentiary (second year)	$25,586 (grant)
State Department of Correction (initial year)	13,020
Maryland Correctional Institution for Men (initial year)	17,373
Total for 1967	$55,979
1968	
Maryland Penitentiary (third year)	$25,751
State Department of Correction (second year)	13,221
Maryland Correctional Institution for Men (second year)	11,610
Maryland House of Correction (initial year)	17,173
Maryland Correctional Institution for Women (initial year)	6,028
Total for 1968	$73,783
1969	
Maryland Penitentiary (fourth year)	$26,316
State Department of Correction (third year)	13,825
Maryland Correctional Institution for Men (third year)	11,515
Maryland House of Correction (second year)	11,410
Maryland Correctional Institution for Women (second year)	2,298
Total for 1969	$65,364
1970	
Maryland Penitentiary (fifth year)	$21,086
State Department of Correction (fourth year)	14,426

1970 (cont'd)

Maryland Correctional Institution for Men (fourth year)	$11,735
Maryland House of Correction (third year)	11,315
Maryland Correctional Institution for Women (third year)	2,148
Total for 1970	$60,710

Workcamps

Initial year	$ 2,475
Yearly continuing budget	1,050

Overall Budget for Library Program 1966 - 1970

1966	$42,003
1967	55,979
1968	73,783
1969	65,364
1970	60,710

PILOT LIBRARY PROGRAM FOR THE MARYLAND PENITENTIARY: 1966-1970
To Be Implemented 1966 Population 1,500

I. Personnel

The Librarian should be responsible to the Assistant Warden in charge of Correctional Treatment and maintain a close working relationship with the Director of Education. During the second year of the library program, the Librarian would administer the Penitentiary program under the supervision of the Librarian attached to the State Department of Correction.

A. Professional staff

1. Librarian

Employed on a twelve-month basis with provision for vacation, sick leave, etc.

a. Qualifications

College graduate plus a degree from a library school accredited by the American Library Association. At least two years professional library experience including some administration. Background of some sociology, psychology, criminology, and adult education desirable.

b. Staff relations

Consult with and coordinate library program with the functions of the Director of Education.

c. Basic duties for pilot year

Plan and organize prison library; formulate policies for book selection and for use of library with Director of Education, the Correctional Treatment Officer, and the

professional staff; weed and develop book collection; supervise and train personnel; develop library services to help meet needs of inmate and staff, including reference and reader guidance; reports, publicity, etc.; investigate possibilities of interlibrary loan service and utilization of other available services from local and State institutions.

d. Salary $7,500 - $9,375

Standard increase of 5 per cent of base salary, $375 a year, given over five-year period until maximum is reached.

B. Nonprofessional

1. Library Technical Assistant

a. Qualifications

Graduation from high school and ability to type. Two years experience in business field.

b. Basic duties

Ability to plan and supervise the circulation desk; train inmate assistants; interpret policies on circulation procedures; under supervision of Librarian assist with technical processing of books; type confidential reports; supervise catalog filing; other duties as assigned.

c. Salary - $3,800 - $4,750

Standard increase of 5 per cent of base salary, $190 a year, given over five-year period until maximum is reached.

C. Inmate assistants

1. One full-time assistant

Some high school education desirable or competency in the educational program; ability to type; capable of performing duties assigned by Librarian, e.g., charging books, filing cards, maintaining collection in good order, checking overdue books, processing book and other materials, etc.

2. Three part-time assistants to assist with circulation routines, shelving books, etc.

II. Materials

A. Inmate library: size and scope

1. Book collection

a. Based on the premise that one fourth of the present book stock of 11,000 - 12,000 books would be retained, there should be at least 7,000 well-selected books in the collection during the pilot year increasing over a five-year span to 14,000.

b. To include current book titles, duplicates of popular titles, useful older standard titles, up-to-date reference materials, and paperbacks.

2. Periodicals

25 titles to be used only in the library. Circulating copies provided from welfare fund, gifts, or other sources.

3. Pamphlets and newspapers

4. Films and recordings

Available on interlibrary loan basis from local organizations.

B. Staff library

This collection would be selected to serve all State correctional

personnel and would support any inservice training program.

1. Book collection: size and scope

   a. 250 books during the pilot year to be expanded to 550 by 1970.

   b. To include basic standard and recent titles in areas relative to correctional institution programs.

2. Periodicals

   a. 25 titles including professional and popular periodicals.

III. Seating capacity (base: ½ of standards)

A. Inmate library

1. Capacity of 35 persons for pilot year expanding to 70 at end of five-year period.

2. Seating provided around tables, in carrels, and using informal furniture.

B. Staff library

1. Table and six chairs, informal furniture.

2. Possibility of use as conference room.

IV. Space allocation	Minimum	Maximum
A. Inmate library		
1. Shelving (10 books per sq.ft.) including circulating, reference books, and periodicals	700	1,400
2. Circulation control (including desk)	200	200
3. Index table	100	100
4. Seating (35 people, 35 sq.ft. per person)	1,225	2,450

5. Storage (books, periodicals) maybe be combined with workroom	200	200
6. Workroom	200	300
7. Librarian's office	120	120
8. Rest room (not necessarily in library complement)	50	50
9. Conference room		200
10. Additional space: hallway, etc.	280	500
	3,075	5,520
B. Staff library		
1. Shelving (10 books per sq.ft.)	250	550
2. Seating	210	210
	460	210
C. Total space allocation for inmate and staff libraries	3,535	6,280

V. Facility considerations: heat, light, etc., as listed in standards.

VI. Budget for initial year - 1966

A. Materials

1. Books

a. Inmate library - 4,250 new volumes at $4.00 per book; collection at end of pilot year - 7,000 books $17,000

b. Staff library: 250 books at $6.00 per volume 1,500

2. Replacement and binding (base: 35% of book budget) 5,000

3. Periodicals

a. Inmate library

25 periodicals, average $5.00 per title	125
b. Staff library	
25 periodicals, average $7.00 per title	175
4. Pamphlets, newspapers	200
B. Equipment (formula: 10% of construction cost)	
1. Inmate library	5,100
3,000 sq.ft. x $17 per sq.ft. = $51,000	
2. Staff library	782
460 sq. ft. x $17 = $7,820	
C. Staff	
1. Librarian	7,500
2. Library Technical Assistant	$ 3,800
3. Inmate assistants	
a. One full-time assistant (.40 per day, 40 hr. week	104
b. Three part-time assistants (.30 per day, total 60 hours weekly)	117
D. Additional expenses	
1. Supplies	250
2. Postage	50
3. Travel: Librarian to attend State professional meetings, American Library Association meeting, visits to established prison libraries.	300
	$42,003

VII. Budget for 1967 - Second year of program

A. Materials

1. Books

a. Inmate library: 2,000 volumes at $4.00 per book	
Book collection at end of 1967 - 9,000 volumes	$ 8,000
b. Staff library: 100 volumes at $6.00 per book;	
book collection at end of 1967 - 350	600
2. Replacement and binding (base 35% of book budget)	3,000
3. Periodicals	
a. Inmate library: 25 titles as in initial year;	
average $5.00 per title	125
b. Staff library: 25 titles as in initial year;	
average $7.00 per title	175
4. Pamphlets and newspapers	200
B. Equipment for inmate and staff libraries	
(16% of equipment allocation for initial year)	800
C. Staff	
1. Librarian	
(standard increase of 5% of base salary: $375)	$ 7,875
2. Library Technical Assistant	
(standard increase of 5% of base salary: $190)	3,990
3. Inmate assistants	
a. One full-time assistant (.40 per day, 40 hr. week)	104
b. Three part-time assistants (.30 per day, total 60	
hrs. weekly)	117
D. Additional expenses	
1. Supplies	250
2. Postage	50
3. Travel (Librarian)	300
Total	$25,586

VIII. Budget for 1968 - Third year of program

A. Materials

1. Books

a. Inmate library: 2,000 volumes at $4.00 per book

Book collection at end of 1968 - 11,000 volumes $ 8,000

b. Staff library: 100 volumes at $6.00 per book

Book collection at end of 1968 - 450 volumes 600

2. Replacement and binding (35% of book budget) 3,000

3. Periodicals

a. Inmate library: 25 titles, average $5.00 per title 125

b. Staff Library: 25 titles, average $7.00 per title 175

4. Pamphlets and newspapers 200

B. Equipment for inmate and staff libraries

(8% of equipment allotment for initial year) 400

C. Staff salaries

1. Librarian

(standard increase of 5% of base salary: $375) 8,250

2. Library Technical Assistant

(standard increase of 5% of base salary: $190) 4,180

3. Inmate assistants

a. One full-time assistant (.40 per day, 40 hour week) 104

b. Three part-time assistants (.30 per day, total 60)

hours weekly 117

D. Additional expenses

1. Supplies 250

2. Postage 50

3. Travel (Librarian) 300

Total for 1968 $25,751

IX. Budget for 1969 - Fourth year of program

A. Materials

1. Books

a. Inmate library: 2,000 volumes at $4.00 per book

Book collection at end of 1969 - 13,000 volumes $ 8,000

b. Staff library: 100 volumes at $6.00 per book

Book collection at end of 1969 - 550 volumes 600

2. Replacement and binding 3,000

3. Periodicals

a. Inmate library: 25 titles, average $5.00 per title 125

b. Staff library: 25 titles, average $7.00 per title 175

4. Pamphlets and newspapers 200

B. Equipment for inmate and staff libraries

(8% of equipment allotment for initial year) 400

C. Staff

1. Librarian

(standard increase of 5% of base salary: $375) 8,625

2. Library Technical Assistant

(standard increase of 5% of base salary: $190) 4,370

3. Inmate assistants

a. One full-time assistant (.40 per day, 40 hour week) 104

b. Three part-time assistants (.30 per day, total 60)

hours weekly 117

D. Additional expenses

1. Supplies	250
2. Postage	50
3. Travel (Librarian)	300
Total for 1969	$26,316

X. Budget for 1970 - Fifth year of program

A. Materials

1. Books

a. Inmate library: 1,000 volumes at $4.00 per book

Book collection at end of 1970 - 14,000 volumes $ 4,000

b. Staff library

Book collection at maximum of 550 volumes 300

2. Replacement and binding 1,505

3. Periodicals

a. Inmate library: 25 titles, average $5.00 per title 125

b. Staff library: 25 titles, average $7.00 per title 175

4. Pamphlets and newspapers 200

B. Equipment for inmate and staff libraries

(8% of equipment allotment for initial year) 400

C. Staff

1. Librarian

(standard increase of 5% of base salary: $375) 9,000

2. Library Technical Assistant

(standard increase of 5% of base salary: $190) 4,560

3. Inmate assistants

a. One full-time assistant (.40 per day, 40 hour week) 104

b. Three part-time assistants (.30 per day, total 60) hours weekly		117
D. Additional expenses		
1. Supplies		250
2. Postage		50
3. Travel (Librarian)		300
	Total for 1970	$21,086

LIBRARY PROGRAM FOR STATE DEPARTMENT OF CORRECTION

To establish personnel and resources in the State Department of Correction; to be implemented the second year of the over-all library program 1967.

I. Personnel

A. Professional staff

1. Librarian (employed on a twelve-month basis with provisions for vacation, sick leave, etc.). To be attached to the Commissioner's office and to function under his direction and supervision.

a. Qualifications

College graduate plus a degree from a library school accredited by the American Library Association. At least three years professional experience, including administration. Background of some sociology, psychology, criminology, and adult education desirable.

b. Staff relations

Responsible to the Commissioner of the State Correction Agency. Consult and coordinate the State library program with the Director of Education for the State Correctional Agency and with Assistant Warden in charge of Treatment and education officer of each institution.

c. Basic duties

Develop, supervise, and administer libraries and library service for the inmates and staff of the State adult correctional institutions, with emphasis on establishing

good library facilities at the Maryland Correctional Institution for Men at Hagerstown in 1967, and at the House of Correction and the Maryland Correctional Institution for Women at Jessup in 1968. Supervise the Maryland Penitentiary Library. On the State level set up necessary records, routines, order and select books; develop State institution book selection policy; establish policies and procedures; weed collections in institution libraries. Investigate interlibrary loans from outside resources. Select and train personnel. Develop inservice training program. Plan library facilities in State institutions. Formulate budgets. Negotiate contracts for central processing of books.

d. Salary

$8,220 - 10,055 (increment of $411 a year for five years)

B. Nonprofessional

1. Stenographer

a. Qualifications

Graduation from high school and ability to type and take shorthand. Two years experience in business field.

b. Basic duties

Handle correspondence; maintain necessary files and records as set up by and under direction of Librarian; prepare reports; maintain professional library material; coordinate orders for books; other duties as assigned.

c. Salary

$3,800 - $4,750 (increment of $190 a year for five years)

II. Materials

Professional materials on book selection, reader guidance and reference work, personnel training, library administration including books, periodicals, and pamphlets.

III. Budget for initial year - 1967

A. Salaries	
1. Librarian	$8,220
2. Stenographer	3,800
B. Professional materials	200
C. Travel (Librarian)	300
To attend State professional meetings, American Library Association meeting, mileage for visits to State institutions, visits to out-of-State prison libraries.	
D. Equipment	500
E. Space supplied by the State Correctional Agency	
	$13,020

IV. Budget 1968 - Second year of program

A. Salaries	
1. Librarian (standard 5% increase: $411)	$8,631
2. Library Technical Assistant (standard 5% increase: $190)	3,990
B. Professional materials	100
C. Travel	300
D. Equipment	200
	$13,221

V. Budget 1969 - Third year of program

A. Salaries	
1. Librarian	$9,045
2. Library Technical Assistant	4,180
B. Professional materials	100
C. Travel	300
D. Equipment	200
	$13,825

VI. Budget 1970 - Fourth year of program

A. Salaries	
1. Librarian	$9,456
2. Library Technical Assistant	4,370
B. Professional materials	100
C. Travel	300
D. Equipment	200
	$14,426

LIBRARY PROGRAM FOR MARYLAND CORRECTIONAL INSTITUTION FOR MEN AT HAGERSTOWN
To Be Implemented 1967 Population 2,000

I. Personnel

A. Library Technical Assistant

1. Qualifications

Graduation from high school; some courses in business and/or in college desirable. Ability to type. Two years experience in the business field.

2. Basic duties

Under guidance of Librarian attached to State Department of Correction do basic reader guidance and reference work with inmates and make referral to Librarian when necessary. Attendance desirable at the training classes for librarianship held in the State, or given such training by the Librarian at the State office. Supervise inmate assistants. Plan and supervise circulation desk; interpret policies on circulation. Type reports; assist with technical processing of books. Other duties as assigned by Librarian.

3. Salary

$4,404 - $5,504 (standard increase of 5% of base salary; $220 increment a year for a five-year period)

B. Inmate assistants

1. Two full-time assistants (rate .30 per day, 40 hour week)

Some high school education or competency in the educational program desirable; ability to type; ability to perform duties as assigned by the Library Technical Assistant.

2. Three part-time assistants (rate .20 per day, total 60 hours a week)

To assist with circulation routines, shelving books, etc.

II. Materials

A. Inmate library: size and scope

1. Book collection

a. Based on premise that 1,500 books of present book stock 6,000 volumes will be retained, there should be at least 3,000 well-selected books in the collection during the initial year of the program, increasing over a four-year period to 6,000 books at the rate of 1,000 additional books per year. This figure of 6,000 represents the minimum collection under the Standards for prison library collections.

b. To include current book titles, duplicates of popular titles, useful older standard titles, up-to-date reference materials and paperbacks.

2. Periodicals

25 titles for use in the library only. Circulating periodicals to be provided from the Welfare Fund, from gifts, or from other sources.

3. Newspapers, pamphlets

4. Films and recordings

Available on interlibrary loan from local organizations

B. Staff library

Materials center at the Maryland Penitentiary is designed to serve all correctional personnel and to support any staff inservice

training program.

C. Pre-release Center

Small collection of paperbacks to be housed in the Center recreation room and serviced by a member of the staff.

III. Seating capacity (base: ½ of standards, 2.5 of prison population)

A. Inmate library

1. Capacity of 40 persons during the first year expanding to 80 in five years.

2. Seating provided around tables, carrels, and informal furniture.

IV. Space allocation

A. Inmate library	Minimum	Maximum
1. Shelving (10 books per sq. ft.) fcr collection of 3,000 books the first year increasing to 6,000 books in four years; includes circulating, reference books, and periodicals	300	600
2. Circulation desk	200	200
3. Index table	100	100
4. Seating (40 people increasing to 80 people; 35 sq.ft. per person)	1,400	2,800
5. Storage, workroom, and office combined	300	300
	2,300 sq.ft.	4,000 sq.ft.

V. Facility considerations: light, heat, etc., as listed in Standards

VI. Budget for initial year - 1967

A. Materials

1. Books

a. Inmate library -- 1,500 books at $4.00 per book. $6,000
(Figure based on retention of 1,500 books from current collection making a total of 3,000 books in library at end of first year.)

2. Replacement and binding (base: 35% of book budget) 2,100

3. Periodicals

a. Inmate library: 25 titles, average $5.00 per title 125

4. Newspapers, pamphlets 100

B. Equipment (formula: 10% of construction cost)

2,300 sq. ft. x $17.00 per sq. ft. 3,910

C. Staff salaries

1. Library Technical Assistant 4,404

2. Inmate assistants

a. Two full-time assistants (rate .30 day, 40 hour week) 156

b. Three part-time assistants
(rate .20 per day; total 60 hours a week) 78

D. Additional expenses

1. Supplies 250

2. Postage 50

E. Paperbacks for the Pre-release Center 200

Total for 1967 $17,373

VII. Budget for 1968 - Second year of library program

A. Materials

1. Books

Inmate library: 1,000 volumes at $4.00 per book $4,000

Collection at end of 1968 - 4,000 volumes

2. Replacement and binding: 35% of book budget 1,400

3. Periodicals

Inmate library: 25 titles at average of $5.00 per title 125

4. Pamphlets and newspapers 100

B. Equipment (16% of equipment allotment for 1967) 627

C. Staff salaries

1. Library Technical Assistant $4,624

(standard increase of 5% of base: $220)

2. Inmate assistants

a. Two full-time assistants (rate .30 per day, 40 hr. week) 156

b. Three part-time assistants (rate .20 per day, total 60 hours weekly) 78

D. Additional expenses

1. Postage 50

2. Supplies 250

E. Paperbacks for the Pre-release Center 200

Total for 1968 $11,610

VIII. Budget for 1969 - Third year of library program

A. Materials

1. Books

Inmate library: 1,000 volumes at $4.00 per book $4,000

Collection at end of 1969 - 5,000 volumes

2. Replacement and binding 1,400

3. Periodicals

Inmate library: 25 titles, average $5.00 per title 125

4. Pamphlets and newspapers	100
B. Equipment (8% of equipment allotment for 1967)	312
C. Staff salaries	
1. Library Technical Assistant (annual increment $220)	4,844
2. Inmate assistants	
a. Two full-time assistants - .30 a day, 40 hour week	156
b. Three part-time assistants - .20 a day, total 60 hours weekly	78
D. Additional expenses	
1. Supplies	250
2. Postage	50
E. Paperbacks for Pre-release Center	200
Total for 1969	$11,515

IX. Budget for 1970 - Fourth year of library program

A. Materials	
1. Books	
Inmate library: 1,000 volumes at $4.00 per volume	$4,000
Collection at end of 1970 - 6,000 volumes	
2. Replacement and binding	1,400
3. Periodicals	
Inmate library: 25 titles	125
4. Pamphlets and newspapers	100
B. Equipment (8% of equipment allotment for 1967)	312
C. Staff salaries	
1. Library Technical Assistant (annual increment $220)	5,064
2. Inmate assistants	

a.	Two full-time assistants - .30 per day, 40 hour week	156
b.	Three part-time assistants - .20 per day, total 60 hours weekly	78
D.	Additional expenses	
1.	Supplies	250
2.	Postage	50
E.	Paperbacks for Pre-release Center	200
	Total for 1970	$11,735

LIBRARY PROGRAM FOR THE MARYLAND HOUSE OF CORRECTION FOR MEN AT JESSUP
To Be Implemented 1968 **Population 1,883**

I. Personnel

A. Library Technical Assistant

1. Qualifications

Graduation from high school; some courses in business college desirable; ability to type; two years in the business field.

2. Basic duties

Under guidance of Librarian attached to the State Department of Correction, do basic reader guidance and reference work with inmates and make referral to Librarian when necessary. Attendance desirable at the training classes for librarianship held in the State, or given this training by Librarian at the State office. Supervise inmate assistants and library at Maryland Correctional Institution for Women; plan and supervise circulation desk; interpret policies on circulation; type reports; assist with technical processing cf books,. Other duties as assigned by Librarian.

3. Salary

$4,404 - $5,504 (standard increase of 5% of base salary; $220 increment a year for a five-year period)

B. Inmate assistants

1. Two full-time assistants (.30 a day, 40 hour week)

Some high school education or competency in the educational program desirable; ability to type; ability to perform duties as assigned by the Library Technical Assistant.

2. Three part-time assistants (.20 a day, total of 60 hours a week)

To assist with circulation routines, shelving books, etc.

II. Materials

A. Inmate library: size and scope

1. Book collection

a. Based on premise that 1,500 books of present book stock of 7,500 volumes will be retained, there should be at least 3,000 well-selected books in the collection during the initial year of the program, increasing over a four-year period to 6,000 books at the rate of 1,000 additional books per year. This figure of 6,000 represents the minimum collection under the Standards for prison libraries.

b. To include current book titles, duplicates of popular titles, useful older standard titles, up-to-date reference materials, paperbacks.

2. Periodicals

25 titles for use in the library only. Circulating periodicals to be provided from the Welfare Fund, from gifts, and from other sources.

3. Pamphlets and newspapers

4. Films and recordings

Available on interlibrary loan from local organizations.

B. Staff library

Materials center at the Maryland Penitentiary is designed to serve all correctional personnel and to support any staff inservice training program.

III. Seating capacity (base: ½ of standards, 2.5 of prison population)

A. Inmate library

1. Capacity of 40 persons during the first year expanding to 80 persons in five years.

2. Seating provided around tables, carrels, and informal furniture.

IV. Space allocation

A. Inmate library	Minimum	Maximum
1. Shelving (10 books per sq. ft.) for collection of 3,000 books the first year increasing to 6,000 books in four years; includes circulating and reference books, and periodicals	300	600
2. Circulation desk	200	200
3. Index table	100	100
4. Seating capacity (40 people increasing to 80 people; 35 sq. ft. per person)	1,400	2,800
5. Storage, workroom, and office combined	300	300
	2,300 sq.ft.	4,000 sq.ft.

V. Facility considerations: light, heat, as listed in Standards

VI. Budget for initial year - 1968

A. Materials

1. Books $6,000

a. Inmate library - 1,500 books at $4.00 per book. (Figure based on retention of 1,500 books from current collection making a total of 3,000 books

in library at end of first year)

2. Replacement and binding (base: 35% of book budget) $2,100

3. Periodicals

Inmate library: 25 titles, average $5.00 per title 125

4. Newspapers and pamphlets 100

B. Equipment (formula: 10% of construction cost) 3,910

2,300 sq. ft. x $17 per sq. ft.

C. Staff salaries

1. Library Technical Assistant 4,404

2. Inmate assistants

a. Two full-time assistants (rate .30 day, 40 hr. week) 156

b. Three part-time assistants (rate .20 per day; total 60 hours a week) 78

D. Additional expenses

1. Supplies 250

2. Postage 50

Total for 1968 $17,173

VII. Budget for 1969 - Second year of program

A. Materials

1. Books

Inmate library: 1,000 volumes at $4.00 per book $4,000

Collection at end of 1969 - 4,000 volumes

2. Replacement and binding $4,000

3. Periodicals 125

Inmate library: 25 titles at average of $5.00 per title

4. Pamphlets and newspapers	100
B. Equipment (16% of equipment allotment for 1967)	625
C. Staff salaries	
1. Library Technical Assistant (increment of $220)	$4,626
2. Inmate assistants	
a. Two full-time assistants (rate .30 per day, 40 hour week)	156
b. Three part-time assistants (rate .20 per day, total 60 hours a week)	78
D. Additional expenses	
1. Postage	50
2. Supplies	250
Total for 1969	$11,410

VIII. Budget for 1970 - Third year of program

A. Materials	
1. Books	
Inmate library: 1,000 volumes at $4.00 per book	$4,000
Collection at end of 1970 - 5,000 volumes	
2. Replacement and binding	1,400
3. Periodicals	
Inmate library: 25 titles, average $5.00 per title	125
4. Pamphlets and newspapers	100
B. Equipment (8% of equipment allotment for 1968)	312
C. Staff salaries	
1. Library Technical Assistant (increment of $220)	4,844
2. Inmate assistants	

a.	Two full-time assistants (rate .30 per day, 40 hour week)	156
b.	Three part-time assistants (rate .20 a day, total 60 hours weekly)	78
D.	Additional expenses	
1.	Supplies	250
2.	Postage	50
	Total for 1970	$11,315

LIBRARY PROGRAM FOR THE MARYLAND CORRECTIONAL INSTITUTION FOR WOMEN AT JESSUP
To Pe Implemented 1968 Population 200

I. Personnel

To be supervised and administered at the local level by the Library Technical Assistant from the Maryland House of Correction. Because of the size of this institution, it is recommended that, during the initial year, the maximum space and a seating capacity of 10 per cent of the population be established.

A. Inmate assistant

1. One full-time assistant

Some high school education or competency in the educational program desirable; ability to type; ability to perform duties as assigned by the Library Technical Assistant from the House of Correction.

2. Salary - .30 per day, 40 hour week

II. Materials

A. Inmate library

1. Book collection

a. Based on premise that 300 volumes of the present book stock will be retained, there should be at least 1,000 well-selected books in the collection during the initial year of the program, increasing over a four-year span to 2,000 volumes at the rate of 300 additional books per year. This figure of 2,000 represents a minimum collection, under the Standards, of 10 books per inmate.

b. To include current book titles, duplicates of popular titles,

up-to-date reference materials, and paperbacks.

2. Periodicals

15 titles for use in the library only. Circulating periodicals to be provided from the Welfare Fund, from gifts, or other sources.

3. Newspapers and pamphlets

4. Films and recordings

Available on interlibrary loan from local organizations

B. Staff library

Materials center at the Maryland Penitentiary is designed to serve all correctional personnel, and to support any staff inservice training program.

III. Seating capacity (10% of prison population)

A. Inmate library

1. Capacity of 20 persons

2. Seating provided around tables, carrels, and informal furniture

IV. Space allocation

A. Inmate library

1. Shelving (10 books per sq. ft.) for eventual collection of 2,000 books including circulating, reference books and periodicals	200
2. Small circulation desk	100
3. Index table	100
4. Seating (20 people; 35 sq. ft. per person)	700
	1,100

V. Facility considerations: as outlined in Standards

VI. Budget for initial year - 1968

A. Materials

1. Books

Inmate library: 700 books at $4.00 per volume $2,800

2. Replacement and binding (35% of book budget) 980

3. Periodicals

Inmate library: 15 titles, average $5.00 per title 75

4. Newspapers, pamphlets 100

B. Equipment (formula: 10% of construction costs)

1,100 sq. ft. x $17.00 per sq. ft. 1,870

C. Staff salary: inmate assistant (rate .30 per day, 40 hour week) 78

D. Additional expenses

1. Supplies 100

2. Postage 25

Total for 1968 $6,028

VII. Budget for 1969 - Second year of program

A. Materials

1. Books

Inmate library: 300 books at $4.00 per volume $1,200

Collection at the end of 1969 - 1,300 volumes

2. Replacement and binding 420

3. Periodicals 75

4. Newspapers, pamphlets 100

B. Equipment (16% of allotment for 1968) 300

C. Staff salary: inmate assistant 78

D. Additional expenses

1. Supplies 100

2. Postage 25

Total for 1969 $2,298

VIII. Budget for 1970 - Third year of library program

A. Materials

1. Books

Inmate library: 300 books at $4.00 per volume $1,200

Collection at the end of 1970 - 1,600 volumes

2. Replacement and binding 420

3. Periodicals 75

4. Newspapers, pamphlets 100

B. Equipment (8% of allotment for 1968 150

C. Staff salary: inmate assistant 78

D. Additional expenses

1. Supplies 100

2. Postage 25

Total for 1970 $2,148

LIBRARY PROGRAM FOR THE CORRECTIONAL WORKCAMPS

Library service programs for the correctional workcamps to be organized as soon as feasible. Each camp to have permanent collection of basic reference books, paperbacks, and periodicals. Materials to be selected by the Librarian at the Maryland Penitentiary. Collections will be augmented by traveling collections of books selected by the Librarian and will eventually revert to the Penitentiary. Budget for the deposit collections is allocated only for the initial year; future collections to be selected and supplied from the library at the Penitentiary. Supplementary collections and reference service may be obtained from the nearest county public library.

I. Materials to be located permanently in each workcamp

A. Basic reference books as (1) set of encyclopedias, either the World Book or Compton's (2) standard dictionaries (3) almanacs

B. Collection of 100 paperbacks: current titles, duplicates of popular titles, older standard works, including both fiction and nonfiction titles.

C. 15 periodicals

II. Supplementary materials

A. Permanent collections in each workcamp to be augmented by traveling collections of 50 titles each, including current titles, standard older titles. To be loaned for an indefinite period to each camp on a rotating basis.

B. Deposit collections obtained from the county public libraries

III. Budget

A. Five sets of reference materials $ 600

B. Five sets of paperback books of 100 titles	$ 500
C. Five sets of periodicals, 15 titles per set at $5.00 per title	375
D. Five traveling collections of 50 titles each	$1,000
Budget for initial year	$2,475

Yearly budget for continuance of library program

1. Paperbacks	500
2. Periodicals	375
3. Replacement	175

RESPONSIBILITY OF STATE AGENCIES

The Department of Correction will assume responsibility for securing a grant to implement the two-year pilot library demonstration at the Maryland Penitentiary. The administration of these monies and all administrative decisions will be made by this Department.

After the pilot year, funds will be requested in the annual budget of the Department of Correction to (1) develop library facilities at the three other correctional institutions, (2) continue the library program at the Penitentiary, and (3) establish the supervisory library division in the Department of Correction.

The Department of Correction should explore the possibility of obtaining bookmobile service, book deposit collections, reader guidance and reference service from county and city public libraries. These services would supplement those offered by the institutional libraries.

The Division of Library Extension will act in an advisory capacity to the Department of Correction and will provide consultant assistance.

CONCLUSIONS

A full-scale library demonstration project at the Maryland Penitentiary will establis[illegible]alue of a well-planned and executed library program in the over-all rehabilitative process of the inmates. There are few good examples of correctional institution libraries in the country. Maryland's program will furnish essential guidelines and evaluative devices for other state institutions interested in establishing a similar program.

Of vital importance to the success of the over-all plan for library service is the appointment of a professional librarian to the Department of Correction

office to develop and correlate library services in all correctional institutions and workcamps.

At the end of the five-year projected plan, the Department of Correction should consider the desirability of a professional librarian at each of the male institutions with the librarian at the House of Correction assuming responsibility for administering the library at the Correctional Institution for Women at Jessup.

The Department of Correction should investigate the possibility of contractual agreements with county library systems to order and process books and related materials for the institutional libraries.

APPENDIX

OBJECTIVES AND STANDARDS FOR LIBRARIES IN CORRECTIONAL INSTITUTIONS*

Prepared by

Committee on Institution Libraries

of the

American Correctional Association

MARION H. VEDDER, Chairman**

TO support, broaden, and strengthen the institution's total rehabilitation program by providing appropriate library materials in an attractive library setting, with library staff adequate for directing planned programs to encourage and facilitate maximum use of the materials.

Specifically, the library shares in common with other units or divisions of the institution the responsibility for educational, social, and vocational training of people committed to the institution. In carrying out this function, the library program:

1. **provides vocational information**
2. **enlarges social and reading backgrounds**
3. **develops reading as a satisfying leisure-time activity, a therapeutic release from strain, and a positive aid in substituting new interests for undesirable attitudes**
4. **prepares the individual, through his own efforts, for release and post-prison life.**

The institution library carries out these objectives and functions by providing:

1. **informal adult education through guidance, counseling, and planned reading courses geared to the needs and abilities of each individual**
2. **materials supplementary to the work of and useful to the psychologist, the educational program, and all other divisions and staff members of the institution to whom library resources in and outside of the institution may be of value**
3. **contacts with good library service which will accustom the individual to library usage as an essential in post-institution life.**

ACCESS

Regular library hours should be maintained (desirably 10 hours daily) where staff is sufficient.

Weekend, holiday, and evening hours are highly desirable.

Inmates should have adequate opportunity to select their own books and read in the library.

Teachers, or other staff members, should be able to use the library as a laboratory when the schedule permits and the lessons indicate this method desirable.

Isolated groups who cannot visit the library at least once a week should receive book cart service or have access to a branch library.

LIBRARY SERVICES

Factors which influence character, quality, and extent of services:

Institution program and policies.

Type of inmates and their particular needs and interests.

Degree of cooperation—within the institution among both professional and nonprofessional staff

—with other libraries, state and local.

Size and quality of the library collection and organization of materials.

Library staff (number and qualifications).

Adequacy of library budget.

Library location, layout, and size.

SERVICES PROVIDED SHOULD INCLUDE:

Reader guidance:

The librarian should devote a major part of time to reader guidance for:

Those referred by a staff member.

Those who request it individually.

Those who are observed to need it but who do not themselves recognize the need.

Information and reference service:

Should be available to each inmate.

Should be available to staff (telephone service if needed).

If information is not available in the library collection, librarian should seek this information from the State Library or some other large or specialized library.

Inter-library loan service:

Librarian should obtain by request from the State Library, or other large library, materials needed but not available at the institution.

Booklists and bibliographic information:

Prepared for specific needs.

Secured from other sources.

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*Approved by the Association of Hospital and Institution Libraries of the American Library Association, January 29, 1962, and by the Board of Directors of the American Correctional Association, February 9.

**The following members of the Committee cooperated: Miss Genevieve Casey, president of the Association of Hospital and Institution Libraries of the American Library Association, and Michigan State Librarian, Lansing, Mich.; Price Chenault, Director of Education, New York State Dept. of Correction, Albany; Miss Mary R. Cochran, New Richmond, Ohio, former chairman of Committee on Libraries in State Institutions of the Ohio Library Assn.; C. J. Eckenrode, president of Correctional Education Assn., and superintendent, Vocational Education and Training, Bureau of Prisons, Washington, D. C.; Raymond Embree, chairman, Committee on Libraries in State Institutions of Ohio Library Assn., and Ross County District Library Director, Chillicothe, O.; Mrs. Betty Flynn, Chief of Book Services, Division of Library Extension, Dept. of Education, Boston, Mass.; David Kantor, former Librarian, California State Prison at Folsom, now Head of Extension for the Volusia County Public Library, Daytona Beach, Fla.; Miss Margaret M. Kinney, chairman of Standards Committee of Assn. of Hospital and Institution Libraries of American Library Assn., and chief librarian, U. S. Veterans Administration Hospital, Bronx, N. Y.; Miss Alma Lundeen, institutional library consultant, Illinois State Library, Springfield, Ill.; Miss Eleanor Phinney, executive secretary, Assn. of Hospital and Institution Libraries, American Library Assn., Chicago, Ill.; Miss Helen Price, past president of Assn. of Hospital and Institution Libraries, American Library Assn., and medical librarian of U. S. Veterans Administration Hospital, Topeka, Kan.; and L. E. Wormley, departmental supervisor of education, California Dept. of Corrections, and past president of Correctional Education Assn., Sacramento, Calif.

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Recreational reading:

1. Selected in accordance with written book selection policy of the institution.
2. In sufficient quantity and variety for all tastes, levels of reading.
3. Available to everyone, in the library and in cells or dormitories.

Educational reading:

To supplement and support formal education and the aims and the treatment programs of the institution.

For informal self-education and self-improvement of any inmate.

Discussion groups:

Materials—based discussion groups, such as Great Books, American Heritage, and other "library" oriented discussions, should be sponsored by the library with staff and "outside" assistance as needed or desirable.

Listening groups:

Recordings of music or the spoken word should be regarded as appropriate for library-sponsored programs when library facilities are adequate.

Exhibits and publicity:

The librarian should prepare appropriate exhibits to accompany films and other programs in education and other departments.

Exhibit space within the library should be continuously used and frequently changed to keep in touch with important events, trends, seasons.

Special library projects such as the promotion of National Library Week attention to the many values of libraries in general and to the institution library in particular.

Posters within the library and throughout the institution should attract interest in library services, new books, and other materials.

Book marks should be designed to have interest, serve a useful purpose, and be made readily available.

Optimum use should be made of the institution paper in publicizing the library and its materials to both inmates and staff.

Whenever possible, there should be library exhibits and news notes *outside* the institution to create greater understanding and interest.

Attractive and readable brochures on how to use the library as well as interesting facts about the library should be available.

LIBRARY MATERIALS

For the inmate library, current book titles and duplicates of the most popular titles, replacements of the useful older standard titles, up-to-date reference material, wide variety of current periodicals, representative newspapers, pamphlets, pictures, recordings, films (unless the latter are the responsibility of another department).

For the staff, books, journals, pamphlets at varying levels for professional information and advancement, covering all aspects of the institution program.

Principles in selection:

Rehabilitation, with all its implications, is a most important part of the over-all correction institution program. The library has a positive role to play in this process and should provide only those materials which have positive value, whether they be for wholesome recreation, accurate, up-to-date information, inspiration, or esthetic and cultural development. Material which is suitable in content, make-up, and reading level should be available to all of the institution population and should support the total institution program. Omission of books which will not support the institution program and philosophy constitutes good selection, not undesirable censorship.

There should be a written statement of book selection policy which is approved by the administrative and educational staff for the guidance of the librarian who is responsible for selection. Purchase suggestions by all staff and inmates should be encouraged, with the understanding that the librarian must make the final selection. Approval of book orders should rest with the warden or with a staff member delegated by the warden.

Gift books should be carefully weeded and only those titles added to the collection which conform to the book selection policy.

Textbooks and audio-visual materials are not the direct responsibility of the librarian. Programs using films and records, however, should be closely related to the library collection and program through cooperative planning by staff members.

Size of collection:

A collection within an institution should never be less than 6,000[1] well-selected volumes with at least 10 books per inmate. Institutions which have large groups of long-term prisoners should provide a minimum of 15-20 volumes per inmate. The collection will normally be reduced by at least 10 per cent each year from obsolescence, wear, and loss. This requires a comparable replacement schedule.

Each correctional institution should have access to a general library collection of at least 100,000 volumes for reference and inter-library loan service. This general library may be the State Library or a local public library.

Annual additions:

These should be at the rate of one current book per inmate, minimum.

Budget:

For current books: one book per inmate at current cost (e.g., an institution population of 1,000 will require a current book budget of $3,000 if average cost of a book is $3.00).

For replacement and binding: add 35 per cent of estimated cost of current books.

For periodicals and newspapers: plan for a variety to support the institution program and meet inmates' interests—75-125 titles are desirable.

For other materials: budget for pamphlets, pictures, recordings, and films according to use in the institution program. Allow for rental and postage.

Staff library:

A basic collection of standard and recent books and journals in all areas related to the correctional institution programs should provide 500-1,000 volumes and 25-50 journals.

A minimum of $500 annually is recommended to maintain this library adequately.

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[1]An exception may be made for a very small institution such as a camp or prison farm. Here there should be a small reference collection, supplemented by frequently changed books from a bookmobile, public library, or the State Library.

Place in organization:

Library staff should be a part of the education and treatment programs, responsible to the Superintendent or Associate Warden in charge of Treatment, where there are such treatment positions. In institutions where such titles do not exist, the library staff should be under the Director or Supervisor of Education. Where there is a Director of Education, the librarian position should be at a grade level equivalent to that of Supervisor of Education. Where the Supervisor of Education is the top educational person, the librarian position should be equivalent to Senior or Supervising Teacher. Although the library should be coordinated with the education program, its services to both staff and inmate population must of necessity extend beyond those of the usual school library; therefore, there should be a clear line of communication and authority between the librarian and top administrative staff.

Number of staff[2]:

For institution with population up to 1,000 inmates:
1 professionally trained librarian

For institution with population 1,000-2,000 inmates:
1 professionally trained librarian
1 correctional officer

For institution with population from 2,000-3,500 inmates:
1 professionally trained librarian
1 correctional officer
1 library technician or senior clerk

For institution with population over 3,500 inmates:
1 professionally trained librarian
1 professionally trained assistant librarian
1 correctional officer
1 library technician or senior clerk

Qualifications:

A well-trained, qualified librarian is a valuable member of the treatment team. He should have a knowledge and understanding of the over-all philosophy of treatment, of the programs and activities of other departments, of ways in which library materials and services can enrich these programs, and of the potentialities for treatment in the librarian's relationship with individual inmates in purposeful counseling with books or other library materials.

The librarian should be a college graduate with a degree from an approved library school. Courses in adult education, sociology, psychology, and criminology are recommended. It is desirable that a correctional librarian have at least one year's experience in a public, school, or college library, including some experience in administration and reader guidance, before entering the correctional library field. In-service training in institutions which have a trained supervising librarian is also desirable.

The civilian assistant to the librarian may be designated as a correctional officer, library technician, or senior clerk. Persons with college degrees should be encouraged to secure professional library training. Trainee programs, stipends and scholarships, opportunity for promotion, are highly important in the field of correctional librarianship. Small or specialized units, such as camps or diagnostic centers, may find it satisfactory to have library services provided by a large library. They may be a branch of a larger correctional institution, or have branch or bookmobile service provided by a large public or state library.

[2]For each professionally trained librarian there should be a minimum of one full-time clerical person (or part-time equivalent).

Duties of the librarian (administrative, professional, technical, and educational):

The librarian should:
1. direct library policy and programming
2. prepare the library budget
3. plan library services for the entire institution population
4. select and evaluate library materials
5. direct the acquisition and organization of all library materials
6. devote a large proportion of time to book counseling and reader guidance
7. train and supervise inmate library assistants
8. maintain an active role in in-service training of the institution civilian staff
9. give instruction in the use of the library
10. plan library quarters
11. make reports of library progress and use
12. plan and supervise library publicity
13. maintain and supervise reference and interlibrary loan service
14. assist education and other staff members with library materials to enrich their programs
15. assist all staff in efforts to qualify for professional advancement
16. keep informed of new developments in the library and correctional fields by professional reading, participation in state and national professional organizations, and attendance at conferences
17. prepare job descriptions and specifications for library positions: professional, clerical, and inmate assistants.

Duties of assistant librarian:

Responsible under the general direction of the librarian for assigned phases of library administration and services.
Acts for the librarian in his absence.
Under the general direction of the librarian, supervises the work of clerical and inmate assistants.

Duties of correctional officer (library)

1. maintain discipline
2. supervise daily interview line outside librarian's office
3. operate exit checkpoint at library door
4. organize and manage system of lost book retrieval
5. serve as direct and immediate contact for custodial necessities.

Duties of library technician or senior clerk:

1. type all confidential reports and correspondence
2. assist in training and supervision of inmate assistants
3. supervise and proof all catalog filing
4. supervise receiving and checking of all acquisitions of books and equipment
5. assist in maintaining discipline in absence of correctional officer.

Inmate library assistants:

Classification Committee should select inmates for library assignments who meet specifications for the jobs.

Librarian should give each inmate brief, intensive training in library routines. There should be a proba-

tionary period in which the librarian evaluates the aptitude and performance of the inmate in the library assignment.

Credit should be given on an inmate's prison record for initiative and accomplishment. Appropriate duties which inmate assistants may perform, include:

1. typing correspondence, reports, catalog cards
2. preparing orders and requests
3. checking over-due books and sending notices
4. charging books
5. filing cards
6. checking orders
7. taking inventory
8. keeping records
9. processing books and other materials
10. maintaining the collection and quarters in good order
11. assisting in preparation of exhibits

LIBRARY QUARTERS

Location factors:

Accessibility to school
Accessibility to those not in schools
Accessibility to outdoor recreation facilities
Accessibility to personnel
Accessible with minimum supervision at all times including evenings and weekends

Space factors:

Number of books
(See Library Materials—*Size of collection*)
Determining book space
15 volumes per square foot of floor space
24 volumes of fiction per 3 ft. shelf
15 volumes of nonfiction per 3 ft. shelf

Standards for book shelving:

Width—3 ft.
Depth—8", 10", and 12"
Heights—
Wall type—6' 10" (6 shelves)
5' 6" (4 shelves)
Aisle type (double faced)
5' 6" (4 shelves)
3' 6" (2 shelves)
Shelves should be adjustable and the base shelf should be sloping for easier reading of titles.
Reader space
Provide seats for no less than 5 per cent of population
Allow 35 sq. ft. per reader

Additional rooms:

Work room
Location—adjacent to the library control center and to librarian's office
Size—100 sq. ft. per worker
(do not underestimate number of workers)
Librarian's office
Location—accessible to the work room with provision for supervision of both library and work room but with provision for quietness for concentrated work and privacy for conferences with readers and staff
Size—minimum of 120 sq. ft.
Conference room
Location—accessible to librarian's office for supervision
Size—depends on use. This room may be combined with librarian's office with provision to shut it off when desired.
Staff library
Location—desirable to have it accessible to librarian's office for administration but most important that it be easily accessible to staff. Possible to combine with conference room.
Size—provide for 500-1,000 books and 25-50 journals (15 volumes per 1 sq. ft.)
minimum readers—6 (35 sq. ft. per reader)
Lavatory
For use of library staff and accessible to librarian's office

Light, heat, ventilation, acoustics:

Minimum light—70 foot candles
Controlled, even temperature
Radiators placed with shelving requirements in mind
Humidity between 56-60 per cent
Good ventilation, with air conditioning in warm climates
Acoustic tile on ceiling and upper walls
Floor covering that is resilient but durable (linoleum, rubber tile, or some comparable covering)

Furniture and equipment:

Seek the advice of one or more reputable library equipment manufacturers and experienced librarians.
Too much furniture can be as great a problem as too little.

Library supplies:

Consult several library supply house catalogs.
Purchase in quantities to effect savings but rarely more than one year's supply.

Note: The Maryland Library Association Survey Committee based its recommendations on this version of the standards for libraries in correctional institutions. A revised version has in the meantime been approved by the Association of Hospital and Institution Libraries, ALA, and will be incorporated in the revision of the Manual of Correctional Standards, which is scheduled for publication by the American Correctional Association late in 1965. Inquiries about the availability of reprints of this chapter of the Manual should be addressed to the American Correctional Association, 1000 Shoreham Building, 15th and H Streets, N.W.,Washington, D.C. 20005